

PROCEDURE FOR DEGREE ATTESTATION

HEC has launched a completely secure and robust online degree attestation system, which facilitates applicants to apply for degree attestation from their homes. The applicant is required to apply through web link <http://www.eservices.hec.gov.pk> and submit online application form. The complete procedure is available in User Manual. Applicants, who are already registered at <http://www.eportal.hec.gov.pk> will use same username and password for long-in at <http://www.eservices.hec.gov.pk>.

After successful submission of online application form by applicants, the following procedure is followed:

Step-1: Initial online Scrutiny of application at HEC

- (i) The application will be initially scrutinized online by HEC and If application found complete then applicants are informed via SMS and email;
- (ii) If any deficiency is found in application then the applicant is asked via SMS and email to resubmit the case after meeting deficiencies. A task is assigned to applicant in "Task Assigned to me" section at eservices account.

Step-2: Scheduling of Date & Time or Upload Courier Receipt:

After successful scrutiny, applicant will be informed via SMS & email for:

a) Schedule his visit as per availability of time slot, if applied through walk-in mode;

OR

b) Upload Courier Receipt after submitting documents at designated courier company, if applied through Courier Service:

A task is assigned to applicant in "Task Assigned to me" section at eservices account.

A: Scheduling of Data & Time (Walk-in Mode):

- (i) In this case the applicant will personally schedule his visit for attestation of his documents or through authorize person and will bring all his original documents along with a copy of the same, Bank challan form and a print out of the application form for same day attestation at the selected office.
- (ii) After first scheduling, if an applicant cannot find time to visit HEC offices for attestation, the applicant can re-schedule his visit.
- (iii) On visit at HEC, the applicant will take token from Token machine and submit at designated windows.
- (iv) After checking of the original documents, applicant will deposit fee submit hand over case to HEC staff at designated window;
- (v) After due necessary procedure, documents will be returned on same day.

B. Upload Courier Receipt (Attestation through Courier Service)

- (i) After Successful scrutiny, applicant will receive a SMS & email for submission of case at nearest office of designated courier company and upload Courier Receipt. TCS is designated courier company for applicants living within country and applicants living abroad will forward case to designated office of Gerry's Fedex at Islamabad.
- (ii) The applicant is require to hand over all original educational documents, copy of CNIC, a printout of the application, other relevant documents along with Attestation Fee & Courier Charges to designated office of courier company.
- (iii) A receipt will be given to the applicant by the representative of Courier Company and the same will be uploaded by the applicant by claiming task in "My Task" section after log-in at eservices account.
- (v) After receiving the attestation case at HEC, it will take at least ten (10) working days.
- (iv) After completion of procedure at HEC, applicant will be informed via SMS and email about

return of documents.